



# Hemingford Grey

## SCHOOL

### **First Aid Policy**

**Incorporating Administration of Medication.**

**To be read in conjunction with  
Supporting Pupils at School with  
Medical Conditions Policy**

Date policy was last reviewed and approved:	October 2017
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## **Purpose:**

To ensure that the welfare and well being of pupils is secure.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is revised annually.

## **Aims**

- To identify the first aid needs of the School in accordance with the Health and Safety at Work regulations 1981 (revised 1990).
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

## **Objectives**

- To appoint the appropriate number of suitably trained people as Lead First Aiders (3 people) and Emergency First Aiders (at least 10 people) to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate first aid resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements
- To keep accident records and to report to return the form IRF (96) to Cambridgeshire County Councils.
- To give clear structures and guidelines to all staff regarding first aid and medicines
- To ensure the safe use, administration and storage of medicines in school and on educational visits

## **Who was consulted?**

Staff and Governors have been consulted in the development of this policy.

## **Relationship to other policies**

This policy should be read in conjunction with the school's policy on health and safety and the local authority policy relating to educational visits. And with the policy *Supporting pupils at school with medical conditions*.

## **Roles and Responsibilities**

The **Head teacher** is responsible for implementing the policy, identifying responsible staff members for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. He/She should ensure that the policy and information on the school's arrangements for first aid are made available to parents via the school website.

In selecting first aiders Heads should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

**All staff** are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

The function of first aiders is to preserve life and minimise the consequences of illness in an emergency until further help is obtained. If a first aider is not available and immediate first aid treatment is required, the necessary action should be taken by a responsible person that is available at the time.

### **Appointed Person**

The appointed person will be a lead first aider.

They will:

- Look after the First aid room, first aid supplies and order new stock
- Provide induction for new staff on First aid policy and procedures
- Maintain a first aid notice board in the medical room and staff room
- Give all staff information on the location of equipment, facilities and first aid personnel.
- Liaise with the Deputy head to monitor the number of first aiders and arrange training

### **The Lead First Aiders**

The school will identify a person or persons to be the 'Appointed Person/s'. They should have undertaken the HSE approved 3 day First aid in the Work place and paediatric first aid training. Refresher training will be arranged every 3 years.

They will:

- Take charge when someone is injured or becomes ill
- Ensure that an instruction is given to call an ambulance when appropriate
- Ensure that relatives are informed of a serious accident /incident

**Emergency First Aiders** Emergency First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Seek the advice of a Lead First Aider for a more serious illness or injury.

- Replenish the contents of First aid kits after use.

First aiders on playground duty must carry a first aid playground pack. A first aid kit and individual medical bags should be taken outside for outdoor PE. There should always be first aid trained staff on any school trips. A travelling first aid bag and individual medical bags should be taken.

## **Individual Care Plans**

In order to meet the requirement of children's individual care plans appropriate numbers of first aid personnel will be included in any training organised in school to cover children's individual care to ensure emergency aid can be provided.

Records of training will be kept and notices placed in the medical room advising of the personnel who can be called to address particular illnesses/reactions.

## **First Aid materials, equipment and facilities**

### **First Aid Boxes**

There are 2 first aid boxes which are green with a white cross. One is located in the main reception area and one is in the KS1 corridor

### **First Aid Room**

#### **Accommodation**

A first aid room in the KS2 corridor is available for administration of first aid treatment. It contains a sink and is close to a lavatory. It holds a stock of all necessary First aid equipment (see appendix one)

#### **Travelling First Aid bags** (see appendix 1 for contents)

The school has 5 travelling first aid bags which are kept in the first aid room

#### **Playground Packs** (see appendix 1 for contents)

There are 2 playground packs, one for KS1 and one for KS2. These contain supplies necessary to deal with a first aid emergency on the playground whilst awaiting further first aid assistance. These packs are for playground use only and should not be used for school trips.

#### **Classroom First aid packs** (see appendix 1 for contents)

Each classroom has a pack to deal with any emergency in class until further first aid assistance is available.

#### **Sports First Aid Kit** (see appendix 1 for contents)

There is one sports first aid kit which should be taken on visits to sports matches etc.

## **Illness procedure**

### **Pupils**

If a child becomes unwell at school the school office will contact the parents/carers to make arrangements to take them home.

### **Staff and Other Adults**

Members of staff or other adults who are taken ill at school, should liaise with the head teacher to either seek medical attention or permission go home, accompanied if appropriate. In an emergency, an ambulance will be called, and for staff members, the next of kin contacted. Details, if supplied, of staff member's medical needs are filed in personnel folders and priority next of kin contact is stored on SIMS.

## **Accident / Minor Injury Procedure**

Superficial injuries such as small bumps, scratches and grazes can occur regularly with children as part of normal play.

All first aiders have the responsibility to make a judgement at the time of the incident as to whether the minor injury requires more intensive medical attention. They are advised to act in loco parentis and decide, if it were their child, would they apply first aid or comfort and distract them from the incident. Where the child is treated /cleaned up and judged to require no further attention they will return to class and the first aid book completed. If a child is sent from class to the office for first aid treatment a purple form should be completed by the class teacher advising the office staff of the problem.

### **Cuts and grazes**

Small cuts and grazes should be cleaned with a sterile saline wipe and covered with a sterile adhesive dressing. More significant cuts and grazes should be cleaned with drinking water and gauze and covered with a sterile dressing.

### **Head Injury**

If a child has sustained any injury to the head a bumped head letter is completed and taken to the office. A text message will be sent to the parents/carers by the office informing them of the injury and treatment given. The class teacher will be informed and the child will wear a sticker to highlight to their parents that there was a minor incident. Where the injury is substantial, the matter will be referred to the Lead First Aider and the parents will be contacted by phone to warn them that their child has been in an accident and any treatment given.

## **Emergency Procedure**

Where an accident is judged to be of a serious nature, first aid will be provided and the child comforted whilst the parent/carers is contacted and/or the emergency services called. If the parent/carers cannot be contacted then the Headteacher, Deputy Headteacher or member of the SLT may decide to transport the pupil to their doctor or hospital and the following points will be

observed; only staff cars insured to cover such transportation will be used. No individual member of staff should be alone with a pupil in a vehicle. The second member of staff should be a trained first aider and will be present to provide supervision for the injured pupil.

*For all serious accidents/ incidents refer to the Emergency First aid flow chart (Appendix 3).*

### **Hygiene/Infection control**

Hand washing at appropriate times cannot be over emphasized for both children and staff.

Any personal wounds, scrapes or sores should be covered with a water proof dressing

A supply of gloves and aprons are available for staff who administer first aid. You should always wear two gloves when dealing with blood or any other bodily fluids including vomit, urine or faeces.

Remember that gloves are disposable and must not be used more than once and each pair should not be used for more than one incident / procedure.

Gloves, aprons, soiled dressings and used swabs should be disposed of in a yellow clinical waste bag

### **Mouth to mouth resuscitation**

A protective resuscitation aid should be kept in all first aid kits / packs and should be used in situations where mouth to mouth resuscitation is necessary

### **Cleaning of Contaminated Surfaces**

Disposable gloves and an apron should be worn when cleaning up any spillages of body fluids. Contaminated surfaces should be cleaned with disinfectant.

Where a large spillage of bodily fluids has occurred absorbent granules should be applied to the affected area. When the waste is fully absorbed the granules may be cleared away with a dustpan and brush and placed in a yellow clinical waste bag. The area should then be cleaned with disinfectant

### **Accidents involving the first aider being in contact with blood or bodily fluids**

#### **Splashes to:**

**Skin** – wash immediately with running cold water

**Eyes** – wash immediately with cold water

**Mouth** – rinse quickly and thoroughly with cold water

#### **Bites, scratches and needlestick injuries**

Wash the wound with clean running water and make it bleed if you can. Cover with a waterproof dressing.

Advise to seek medical advice if concerned.

### **Record keeping**

A record should be kept of any First aid treatment given. The record should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- Whether bumped head letter/sticker given
- Whether parent was contacted
- Whether child was collected from school
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

Accident records, written or electronic, must be kept for a **minimum of three years**.

### **Reporting accidents**

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring this happens.

The Appointed Person or First Aider must complete form IRF (96) on-line Reporting Accidents/Incidents form available at:

[www.cambridgeshire.gov.uk/irf96](http://www.cambridgeshire.gov.uk/irf96)

### **Monitoring**

*Accident records can be used to help the Head and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.*

The lead midday supervisor along with the deputy head will undertake a ½ termly review of the first aid log and ensure trends are fed back to staff and monitored.

## **Administration of Medication to pupils**

***For children suffering from chronic medical conditions please refer to the Supporting Children with Medical Needs Policy.***

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

Staff must not undertake health care procedures or administer emergency medication e.g. epipen without appropriate training.

Parents are responsible for the provision of medicines in school. If pupils are able to self-administer medication, parents must complete a self-administration medical form.

Where medication is required on a permanent basis e.g. asthma inhaler, this may be brought into school by the parent/carer in the original packaging, with the dispensing label and in date along with the prescribers protocol. A self-administration of medication consent form should be completed and signed by the parent/carer.

If pupils are able to self-administer medication, two members of staff will observe and record the medication taken.

The school will only administer medicines prescribed by a medical practitioner when it is essential that the medicines are administered at school. A member of office staff and a witness will administer the prescribed medicine providing that a 'Parental agreement' is completed and signed. Any medication administered will be recorded on an Administration of Medication Consent Form. Where children are prescribed a course of antibiotics to be administered 3 times a day, such medication should be given before and after school and in the evening and not brought into school. In exceptional circumstances if the antibiotic medicine has to be taken four times a day the school will administer this.

All prescribed medicines that are due to be administered must be kept in the child's named medical bag in the school office or in the fridge.

Parents should advise the school on whether medication should be stored in the fridge.

**Non prescribed medication is not allowed in school which includes paracetamol and ibuprofen.** Under no circumstances must children be given medication to look after during the school day. All medication must be handed into the school office.

Children's medication is kept in individual named bags in the school office unless otherwise agreed by the Headteacher.



Children with significant medical conditions will have a red card with their image displayed on it and brief details of their medical condition and treatment required. These cards are displayed in the medical room, school office, and in the individual child's classroom. Cards are also in the KS1 and KS2 playground packs.

It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets. Any medication held in a child's named medical bag will be taken to all PE lessons and on school trips.

A record will be kept of when medicines are taken from the office e.g. for PE and signed in when returned.

Out of date medication cannot be disposed of by school, it is the parents/carers responsibility to collect and dispose of such medication safely.

### **Asthma Treatment and Inhalers**

- Asthma treatments for pupils (inhalers etc.) are kept in the school office in a labelled medical bag with the child's name and class.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered, the school office records the date and time on a self-administration form.
- When on duty all teachers will carry first aid equipment to ensure that should a child develop serious breathing problems a resuscitation aid is at hand.
- Medication, including asthma inhalers will be collected from the school office for all PE lessons.
- All medication including Asthma treatments will be taken on school trips and 'off site' sporting activities.
- Parents are responsible for checking that inhalers are still within their 'Use by dates' and for replenishing them.

### **Epipens and Anaphylaxis**

- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment and Epipen trained staff are aware of the procedure.
- A list and photograph of anaphylaxis sufferers is displayed in the Staff Room, medical room and relevant classroom.
- It is desirable to have two Epipens so that one can be kept in a locked cupboard in the child's classroom and one can be stored in the child's medical bag in the school office.
- Epipens can only be administered by members of staff who have received Epipen training.
- All medication including Epipens is taken on school trips and an Epipen trained member of staff will accompany the relevant child.

- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

### **Midazolam and Epilepsy**

- Any child who suffers from epilepsy or similar conditions who requires Midazolam will have an individual protocol to follow and Midazolam trained staff will be aware of the procedure.
- Their photograph will be displayed in the staff room, medical room and relevant classroom.
- Midazolam can only be administered by members of staff who have been trained to do so.
- All medication including Midazolam is taken on school trips and member of staff trained to administer Midazolam will accompany the relevant child.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.
- Midazolam will be stored in a named medical bag in the school office.

### **Food Allergies and Intolerances**

Children with known food allergies /intolerances will have their photograph and details on their allergy/intolerance displayed in the staffroom/ medical room and kitchen.

## **Appendix 1**

### **Emergency First Aid Kit Contents – Sited in Main Reception and outside small kitchen in KS1**

Guidance leaflet	1
Individually wrapped sterile adhesive plasters	20
Eye pads with bandage	2
Triangular bandages	2
Safety pins	6
Sterile dressings (assorted sizes)	8
Saline cleansing wipes	6
Disposable gloves (pair)	6
Additional Item – Resuscitation Aid	1
Emergency foil blanket	1
Hydrogel burn dressing	1
Tough cut shears	1
Conforming Bandage	2
Finger Sterile dressing	2
Adhesive tape	1

### **Travelling First Aid Bags – Kept in First Aid Cupboard**

Guidance leaflet	1
Individually wrapped sterile adhesive plasters	10
Sterile dressing	1
Triangular bandages	2
Safety pins	6
Moist wipes	4
Disposable gloves (pair)	3
Eye wash pods	2
Resuscitation Face Shield/Masks	1
Yellow Sick bag	1
Packet of gauze	2
Emergency ice pack	1
Bumped head stickers	6

### **Playground packs – Hung by main exit doors to playground**

Packets of gauze	2
Disposable gloves	6
Sick bag	1
Resuscitation Face Shield/Mask	1
Small yellow bag (For disposal of used materials)	1
Large dressing pad	1
Disposable ice pack	1
Cleansing wipes	10

### **Sport First Aid Kit - Kept in First Aid Cupboard**

Instant ice pack	1
Cleansing wipes	10
Plasters	20
Emergency blanket	1
Gloves (pairs)	2
Triangular bandage	1
Wound Pad	1
Yellow Bag	1
Wound dressing	1
Safety pins	6
Eyewash pods	2
Crepe bandage	1
Conforming bandage	1

### **Classroom First Aid Pack**

Resuscitation Face Shield/Mask	1
Gloves	2 pairs
Gauze	2 packets
Large dressing	1
Disposable ice pack	1
Yellow bag	1
Cleansing wipes	10

### **First Aid Room**

First Aid Manual  
Resuscitation Aids  
Individually wrapped non-allergenic plasters  
Sterile Eye pads with bandage  
Triangular bandages  
Non absorbent dressing  
Micropore  
Safety pins  
Gauze  
Sterile dressings (assorted sizes)  
Box of non latex disposable gloves  
Ice packs  
Covers for ice packs  
Sick buckets  
Sick bags  
Yellow bags (for disposal of clinical waste e.g. soiled dressings)  
Aprons  
Plastic cups and straws  
Scissors  
Foil Emergency Blankets  
Blanket  
Pillow

Disinfectant (music cupboard)  
Absorbent granules (Music cupboard)  
Strip thermometers  
Clingfilm

## **Appendix 2**

**A Full List of First Aid Trained Staff can be obtained from the office and is displayed in the Office and First Aid Room.**

**Lead First Aiders (paediatric trained):**

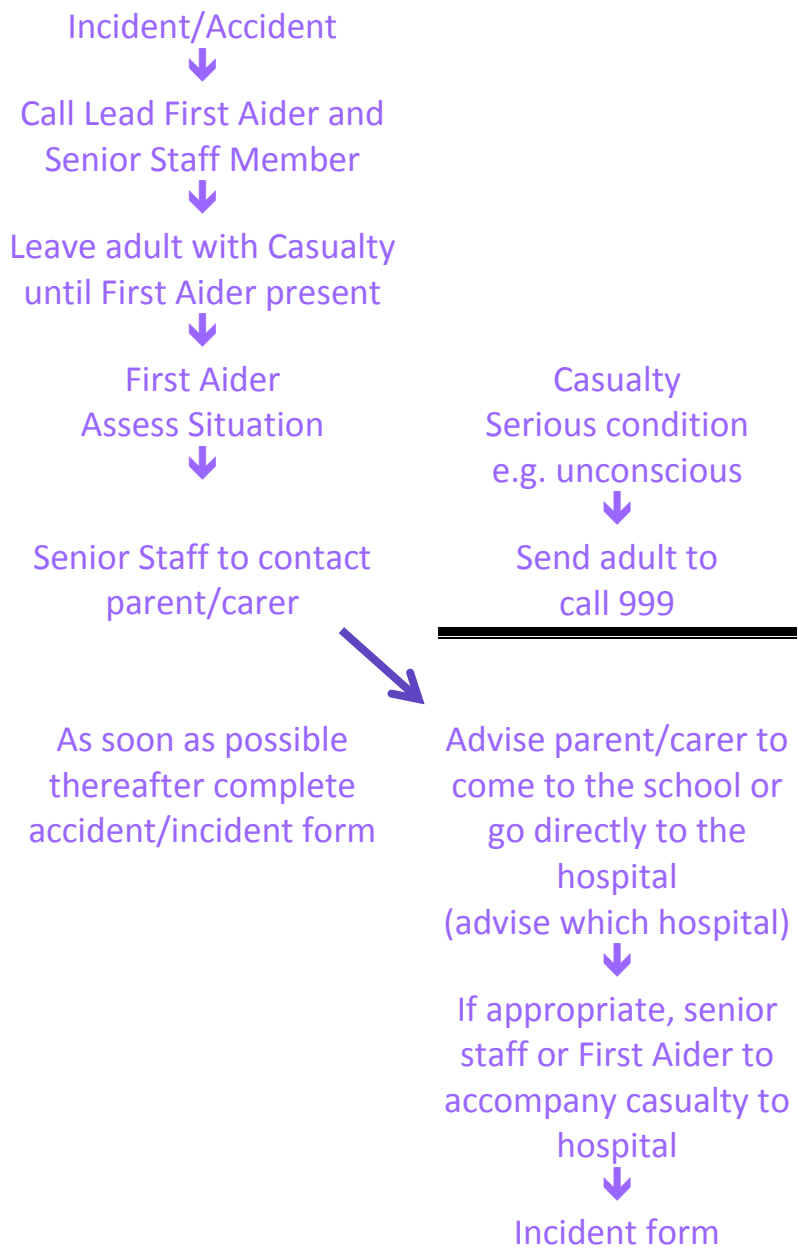
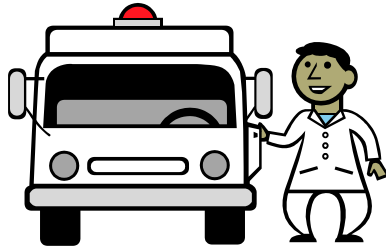
<b>Grace Matthews</b>	<b>expires</b>	<b>06/2020</b>
<b>Sarah Askew</b>	<b>expires</b>	<b>02/2020</b>
<b>Sean Wilcox</b>	<b>expires</b>	<b>02/2020</b>

### **One Day Appointed First Aiders**

<b>Sarah Symons</b>	<b>expires</b>	<b>04/2019</b>
<b>Carolyn Lew</b>	<b>expires</b>	<b>04/2019</b>
<b>Linda Beasley</b>	<b>expires</b>	<b>04/2019</b>
<b>Shameem Solomon</b>	<b>expires</b>	<b>04/2019</b>
<b>Jeremy Birkin</b>	<b>expires</b>	<b>11/2019</b>
<b>Kathryn Honey</b>	<b>expires</b>	<b>03/2019</b>
<b>Monica Mallol Wright</b>	<b>expires</b>	<b>03/2019</b>
<b>Debbie Spenceley</b>	<b>expires</b>	<b>11/2019</b>
<b>Lavina Glass</b>	<b>expires</b>	<b>11/2019</b>
<b>Carol Fry</b>	<b>expires</b>	<b>06/2020</b>
<b>Ben Carter</b>	<b>expires</b>	<b>11/2019</b>
<b>Elliot Mephram</b>	<b>expires</b>	<b>10/2018</b>
<b>Hayley Coulter</b>	<b>expires</b>	<b>09/2018</b>
<b>Tracy McMahon</b>	<b>expires</b>	<b>11/2019</b>
<b>Paula Seamark</b>	<b>expires</b>	<b>05/2018</b>
<b>Rochelle Butcher</b>	<b>expires</b>	<b>03/2019</b>
<b>Vicky Jaffe</b>	<b>expires</b>	<b>03/2019</b>
<b>Leah Robertson</b>	<b>expires</b>	<b>03/2019</b>
<b>Eleni Griffiths</b>	<b>expires</b>	<b>06/2020</b>
<b>Nick Churchill</b>	<b>expires</b>	<b>03/2019</b>
<b>Lisa Tagg</b>	<b>expires</b>	<b>10/2018</b>
<b>Stephanie De Silva</b>	<b>expires</b>	<b>09/2020</b>
<b>Emma Turner</b>	<b>expires</b>	<b>09/2020</b>
<b>Libby Wilkin</b>	<b>expires</b>	<b>09/2020</b>

## Appendix 3

## Emergency First Aid Procedure



## **Appendix 4**



### **Hemingford Grey Primary School** **Administration of Medication Consent Form**



Name of child

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Name of Parents/Carers

\_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Name of GP \_\_\_\_\_

Telephone \_\_\_\_\_

Hospital Consultant \_\_\_\_\_

Telephone \_\_\_\_\_

☐ I consent to my child's medication being held in the school office and for my **child to self-administer** the medication themselves.

☐ I consent to my child's medication being held in the school office and for a **member of staff to administer** the medication to my child.

**Authorised by the Headteacher or in their absence the Deputy Headteacher**

.....

Name of medication

\_\_\_\_\_

Dose \_\_\_\_\_ Time \_\_\_\_\_

Expiry date of medication \_\_\_\_\_

I undertake to ensure that s/he has adequate supplies of this medication and that it is in date.

I undertake to ensure that s/he knows how to use it appropriately.

Signed \_\_\_\_\_ Date

\_\_\_\_\_  
(Parent/ Carer)



## Appendix 5

### HEMINGFORD GREY PRIMARY SCHOOL RECORD OF ADMINISTRATION OF MEDICATION BY PUPILS

Date	Time	Name of pupil	Class	Type of medication	Quantity of medication	Self Administrated Or Administrated by Staff member and witness	Overseen by (signatures)